

Clarkson University

Global Business

Programs Application Instructions

Deadline: Noon October 15th, 2018

Please be aware that you must select 3 choices, all decision are made by a selection committee, many factors go into trip selection and we highly encourage students to attend multiple information sessions to learn which trips may be best suited for them. All decisions are final and no appeals will be accepted. Please be as detailed in your application as possible

1. Go to <https://clarkson-horizons.symplicity.com>

If you have previously set up your account in CU Global, please log in with your Clarkson email address and the password you set and skip to step 7.

Are you a current student at Clarkson?

2. Click: and then select Yes.

3. Click set/reset password.

4. Enter your Clarkson email address and then Reset and Mail Password.

5. Set your password via the link emailed to you.

6. After logging in, you will be prompted to fill out your student profile. This only is requested once.

7. After your profile is complete, click the Search Programs tab.

8. In the Keywords field, enter UNIV399.

This program will appear and under the Options column there is an Apply for dropdown.

9. Select spring 2019. If you have gone on this trip a previous semester a popup will notify you that you already have an application. Click Ok and continue to the application to fill out the forms for the new semester.

10. Begin filling out the information in all sections.

11. When you have completed these sections, you will be able to submit your application. Once the application has been submitted, you will receive an email confirmation.

The International Center will download the completed application and put it in a Google Drive folder shared with the Health and Counseling Center and the faculty/staff member accompanying you on the trip. The Health and Counseling Center will email you if they have any questions or requirements for you to complete before going on the trip. If you do not follow through, you may not be able to attend the trip.

***Please remember that you need to submit this completed application (forms) prior to the date of the portal closing (see above). If you do not submit in time or are missing information, you will not be able to attend the trip.**

Questions/Concerns

Contact:

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Clarkson

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